



## Smoke-Free Indoor Air Code Overview

### Smoking Is Not Permitted

- All public places and places of employment including restaurants and bars within Gahanna.
- Areas adjacent to a building where tobacco smoke can migrate back into the building through doorways, windows or ventilation systems.
- All enclosed areas within a building including, but not limited to, offices, employee lounges, cafeterias, restrooms, conference rooms, garages, warehouses and vehicles owned, leased or operated by the business or the City of Gahanna.

### Smoking Is Permitted

- Private homes and residences except those licensed for child care, adult day care, health care or other places of employment with employees.
- Private automobiles.
- Family-owned and operated businesses in which all employees are related to the owner, are not open to the public and do not affect other places of employment.
- Most outdoor patios, which must be separated from the enclosed building so as not to allow the migration of smoke back into the enclosed area.
- Retail tobacco businesses in operation prior to the effective smoke-free date.
- Private clubs with a valid D-4 liquor permit and no non-members are present.
- Designated hotel/motel rooms.

### Proprietor Obligations

- Post “No Smoking” signs that include the phone number for reporting violations at building entrances.
- “No Smoking” signs shall be of sufficient size to be clearly legible.
- Remove all ashtrays and other smoking receptacles unless such receptacles are for ornamental purposes only.
- Adopt, implement, make known, maintain and update a written Smoking Policy reflecting the requirements listed in Gahanna’s Smoke-Free Indoor Air Code. *(A Smoke-Free Workplace Policy template has been drafted for your convenience and is included in this packet.)*
- Post your Smoking Policy in the workplace within three weeks of its adoption on February 21, 2006, and distribute it to all employees and new hires.

### Violations and Penalties

- Warning Letter : Upon the first report of a violation of the Smoke-Free Indoor Air regulations, the proprietor of a public place or place of employment will receive a warning letter.
- Subsequent Violations: Subsequent violations are minor misdemeanors, punishable by a fine of up to \$150 plus costs.



## **Preparing Your Business & Educating Employees**

### **Post “No Smoking” Signs**

“No Smoking” signs or the international “No Smoking” symbol must be clearly posted in every entrance of the public place and place of employment where smoking is prohibited. These signs shall be of sufficient size to be clearly legible to normal vision and must display the violation reporting phone number to the Franklin County Board of Health, 462-4Air (4247).

### **Remove Ashtrays and Smoking Receptacles**

- All ashtrays and smoking receptacles must be removed from areas where smoking is prohibited, unless receptacles are used for ornamental purposes only and are displayed in such a manner that precludes their use for the disposal of smoking materials.

### **Adopt a Written Smoking Policy**

- By February 21, 2006, employers must adopt a written Smoking Policy based on Gahanna’s Smoke-Free Indoor Air Chapter of Code 519. *(A Smoking Policy draft template is included in this packet.)*
- The Smoking Policy must be posted at the workplace within three weeks of its adoption.
- The Smoking Policy must be disseminated to all employees and new employees when hiring. The Policy must be also be provided to any employee and to the City of Gahanna upon request.
- The owner or manager of a business shall ensure smoke-free compliance by their employees.
- The employer shall not retaliate against an employee, applicant for employment or customer who complies with the Smoke-Free Indoor Air regulations.

### **Preparing Your Employees**

- Educate employees about Gahanna’s Smoke-Free Indoor Air regulations and inform them of any changes to the workplace that resulted from the Smoke-Free regulations.
- Inform employees of their rights and responsibilities when dealing with a smoking customer.
- Provide information for employees interested in quitting smoking.

### **Involve Employees**

- Decide as a group where prominent places are located for “No Smoking” signs.



## Smoke-Free Workplace Policy (Draft)

According to Gahanna's new Smoke-Free Indoor Air Chapter of Code 519, all places of employment in Gahanna that are subject to the provisions of this Chapter shall adopt, implement, make known, maintain and update a written Smoking Policy and prominently post it in the workplace within three weeks of its adoption on February 21, 2006.

*The following Smoke-Free Indoor Air Policy template has been drafted to help Gahanna businesses in the creation of their own Smoke-Free Indoor Air Policy. Businesses may draft their own Policy or make personalized additions to the following template.*

### I. Policy

Smoking is prohibited in all workplace areas, without exception. Smoking is prohibited anywhere at (**YOUR COMPANY'S NAME**) including, but not limited to, all common work areas, elevators, hallways, company vehicles, restrooms, cafeterias, employee lounges, conference/meeting rooms and all other enclosed workplace areas. The Smoking Policy applies to all employees, clients, consultants, contractors, vendors and visitors.

### II. Procedure

- Compliance with Gahanna's Smoke-Free Indoor Air Policy is mandatory for all employees and persons visiting (**YOUR COMPANY'S NAME**).
- To support the Policy of not allowing smoking in public areas, ( **YOUR COMPANY'S NAME**) has posted "No Smoking" signs in the appropriate areas. Each posted sign displays the internationally recognized "No Smoking" symbol of a red circle containing a lit cigarette with a line drawn diagonally through the circle. Signs are placed at all entrances of the building. Please observe these signs at all times.
- No employer shall discharge, refuse to hire, or in any manner retaliate against an employee, applicant, or customer who exercises any rights afforded by Gahanna's Smoke-Free Indoor Air Chapter of Code 519 or anyone who reports or attempts to prosecute a violation of this Code. There must also be an establishment of a procedure to ensure that there is adequate redress (disciplinary dialogue or actions) of any adverse personnel action taken against an employee in retaliation for that employee's attempt to exercise his or her rights under this Code with respect to the place of employment.

### II. Smoking Cessation Opportunities

(**YOUR COMPANY'S NAME** ) encourages smoking employees to quit smoking. For further information about smoking cessation programs, contact the Ohio Tobacco Quit Line at 800-784-8669.

### III. Questions

Questions regarding the Smoke-Free Workplace Policy should be directed to ( **INSERT YOUR COMPANY'S NAME and APPROPRIATE CONTACT NUMBER**).

(2-7-06)



## Dealing With Customers

### Know The Code

- Educate your employees about the basic facts of Gahanna's Smoke-Free Code 519 and how to respond to customers who have questions or refuse to comply.
- Remind customers that compliance is required by law and that the facility proprietor is liable for violations.

### Know How To Talk To Customers

- Some possible phrases to use with customers who wish to smoke are:
  - Ø "I'm sorry, but you'll have to put out your cigarette or smoke outside. This request is in accordance with Gahanna's new Smoke-Free Indoor Air regulations.
  - Ø "Gahanna's new Smoke-Free Indoor Air regulations state that smoking is not allowed in public places or places of employment in Gahanna. We appreciate your cooperation."
- Employees of bars and restaurants may also want to inform customers of the new smoking regulations upon their arrival or when taking the food/drink order with the following examples:
  - Ø "I just want to remind everyone that this is now a smoke-free environment in accordance with Gahanna's new Smoke-Free Indoor Air regulations."
  - Ø "I want to thank everyone for not smoking as we are now a smoke-free environment."
- Always be polite.

### Other Suggestions

- Provide gum or mints to customers.
- Print small request cards (business-card size) to remind patrons of the Smoke-Free Policy.
- Have Smoke-Free Indoor Air Brochures available to give customers who would like more information or direct them to Gahanna's website at [www.gahanna.gov](http://www.gahanna.gov).
- If a patron insists on smoking, politely remind them of the new regulations and ask them to step outside. If assistance is needed, call the Gahanna Police Department's non-emergency number at 614-342-4240. As always, dial 911 for emergencies.